

How to Use the Tribal Air Grants Framework to Write a Clean Air Act Workplan with Environmental Results

All EPA grant workplans must now have clear and measurable environmental results: either “outputs” or “outcomes.” The new EPA Order 5700.7 *Environmental Results under EPA Assistance Agreements*, describes this new requirement and provides some examples. Additional help can be found in the *Tribal Air Grants Framework: Menu of Options* guidance tool.

On each *Menu Item* for a general category of air-related work are examples of an **Objective**, some **Activities/Tasks** to accomplish the objective and **Deliverables** that could be generated by the activities undertaken toward the objective, thereby achieving “Environmental Results.”.. These are only examples of some typical activities and deliverables, so you will need to adapt them to your own situation. By doing so, these menus can help you draft a work plan that contains environmental results.

For each element in a work plan:

1. **Select Menu Item** : Take a Menu Item that is close to one of the objectives that you intend to achieve under your grant.
2. **Create Objective**: Modify the objective, as needed, so that it fits the specific purpose for which funding was requested.
3. **Select and Organize Activities/Tasks**: List the activities and tasks that you think must be completed in order to achieve the stated objective.
 - The Activities/Tasks provided in the Menu Item will help you think through what some of these might be. Some of the tasks may specifically apply to your objective others may need to be modified and you may need to furnish some that are necessary for your objective.
 - Make sure that all the activities in your workplan support the objective *and* that all essential activities are included.
 - Put the activities in chronological order and associate them with a timeline or milestones, so that you and your project officer can track your progress throughout the grant period toward the objective and completion of deliverables.
4. **Identify Deliverables**: Ask yourself what will you have at the end of the project period as a result of carrying out these activities that (a) is substantive and/or (b) can be quantified. These will typically be either **Environmental Outputs** or **Outcomes**, and together are **Environmental Results**.
 - **Outputs** are any environmental activity, effort, and/or associated work products related to an environmental goal or objective that will be produced or provided over a period of time or by a specified date. They may be quantitative or qualitative but must be measurable during an assistance funding period..
 - **Outcomes** are the result, effect or consequence that will occur from carrying out an environmental program or activity that is related to an environmental or programmatic goal or objective. They may be environmental, behavioral, health-related or programmatic in nature, must be quantitative, and may not necessarily be achievable within an assistance agreement funding period.
 - **Environmental Results**: will document for your *tribe*, the *EPA*, and *Congress*, that the grant funding is helping to produce and maintain improved air quality for public health and the environment as required under the Clean Air Act.